

## **MADERA COUNTY**

### **BEHAVIORAL HEALTH PROGRAM SUPERVISOR**

#### **DEFINITION**

Under general direction, to supervise, assign, coordinate, and review the work of staff in a specialized program in the Mental Health Department; to provide counseling and rehabilitation services in various Mental Health programs; to make public presentations and provide information on behavioral health issues; and to do related work as required.

#### **SUPERVISION EXERCISED**

Provides direct supervision over professional, technical and clerical staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Supervises, assigns, coordinates, reviews and participates in the work of staff responsible for providing Mental Health services, functions, and activities; performs case management and counseling services with clients; works as a team member with other professionals and counselors; participates in evaluative and diagnostic staff conferences; conducts individual and group counseling; interviews clients and relatives; makes referrals to appropriate professionals, outside agencies or specialized services; supervises clients' progress; monitors and evaluates staff; participates in collaborative treatment with representatives of other agencies; prepares verbal, written and statistical reports; attends conferences, workshops and training to maintain current awareness of behavioral health counseling methodologies and issues; supervises or provides lead direction, training and work coordination for assigned staff; operates a personal computer and other office equipment; communicates effectively with others in person or by telephone; analyzes data, interprets directions, procedures and regulations, and develops appropriate responses; performs job duties under stressful conditions; responds appropriately to situations; maintains confidential information in accordance with legal standards and/or County regulations; and makes presentations.

#### **OTHER JOB RELATED DUTIES**

Performs related duties and responsibilities as assigned.

#### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

##### **Knowledge of:**

Philosophy and goals of mental health programs.

Laws and regulations applicable to various behavioral health treatment programs.

Common practices and procedures used in therapeutic interaction with chronically mentally ill people.

Various therapeutic, treatment and recovery approaches, including individual, group and family counseling.

Philosophy of Harm Reduction as it applies to the mentally ill.

Interviewing and counseling techniques.

Community resources, including community support groups, mental health and social services agencies.

**Knowledge of:**

Principles of supervision, training, work coordination and performance evaluation.  
Principles, procedures, techniques and trends of counseling, treatment and casework services.  
Social aspects and characteristics of alcohol and other drug abuse.  
Current trends in mental hygiene, mental health, public health and social services, including  
State and Federal programs in these areas.  
Documentation requirements, discharge planning and referral services.

**Skill to:**

Operate a personal computer.  
Operate modern office equipment.

**Ability to:**

Perform a variety of behavioral health counseling, presentation, and program support assignments.  
Supervise, assign, coordinate and review the work of staff assigned to specialized behavioral health programs.  
Develop and maintain the confidence and cooperation of clients and their families.  
Perform skilled counseling on an individual basis, in groups, and with families.  
Develop and implement assessments and treatment plans, alone or in a collaborative fashion.  
Maintain the confidentiality of client information.  
Interact with clients in a therapeutic manner.  
Organize data, develop information, and prepare clear, concise, comprehensive records and reports.  
Develop and maintain cooperative working relationships with the general public, co-workers and those contacted during the course of work.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:*

**Experience and Training:**

Four (4) years of experience providing behavioral health counseling services.

**Education:**

Possession of a Master's Degree from an accredited college or university in Social Work, Psychology, Sociology, or a closely related field.

**Certification:**

Possession of a valid certification from an organization recognized by the State of California, Department of Alcohol and Drug Programs, may be required.

Possession of, or ability to obtain, an appropriate valid California driver's license.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist and lift 25 lbs.; ability to travel to different sites and locations.

**Effective Date:** August 2003